

# ICT - Bring your own Device Policy

**To include: Mobile phones, laptops, tablets and  
other internet enabled devices**

**History of document: To be reviewed annually and re-approved by the Local Governing Body every three years, or sooner if deemed necessary.**

Version	Author	Date written	Approved	Note of Revisions
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V2				

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## 1. Introduction

At Yorkshire Causeway Schools Trust we recognise and believe that ICT and the internet are excellent tools for learning and communication that can be used to enhance the curriculum, challenge students, promote collaborative working and support creativity and independence. Using ICT to interact socially and share ideas can benefit everyone in the school community, but it is important that the use of the internet and ICT is seen as a responsibility and that students use it appropriately and practise good e-safety.

We believe that having properly managed IT systems and networks that can be used by staff and students and providing training on how to use these safely, are an essential part of modern education. We recognise that mobile devices and smart technology, are an important part of everyday life for our students, parents/carers and staff, as well as the wider school community. However, we also recognise the potential risks of this increasing technology and therefore the use of personal mobile devices should be limited and restricted to the controls set out in this policy.

Our policy aims to:

- Promote, and set an example for, safe and responsible personal device use
- Set clear guidelines for the use of mobile devices for students, staff, parents/carers and visitors whilst on school sites
- Support the school's other policies, especially those related to child protection and behaviour.
- Control information security risks from the use of mobile devices both inside and outside Trust properties.

This policy also aims to address some of the challenges posed by mobile devices in school, such as:

- Risks to child protection
- Data protection issues
- Information security issues.
- Potential for lesson disruption
- Risk of theft, loss, or damage

## 2. Scope of this policy

For the purposes of this policy the following definitions apply:

**Mobile devices** - includes any mobile technology that can be used to send, receive messages, access the internet, take, store images, record sounds and/or images. Examples include mobile phones, tablets, laptops, Smart watches and other internet enabled devices. Where any restrictions are limited to a particular device this will be referenced in the policy.

**Staff** - includes all employed staff, third party, agency and volunteers working on Yorkshire causeway school sites.

## 3. Appropriate use of technology in the classroom Roles and responsibilities

All staff are responsible for enforcing this policy.

Visitors, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Trust are responsible for reviewing and updating this policy and holding schools accountable for

its implementation. Head Teachers are responsible for monitoring the policy, reviewing it, and ensuring it is adhered to by staff, students and visitors whilst on school sites.

### 3. Use of mobile devices by staff (including agency, third party and volunteers)

All staff are reminded that where devices, personal or otherwise, are used it should be do so in line with the school's ICT Acceptable Use Agreements.

#### 3.1. Personal mobile devices

Staff are not permitted to make or receive calls, or send texts, during contact time. Use of personal mobile devices for this purpose must be restricted to non-contact time, and to areas of the school where students are not present (such as the staffroom).

There may be circumstances in which it's appropriate for a member of staff to have use of their mobile device during contact time. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office as a point of emergency contact. Personal devices should be out of sight and switched to silent to avoid any distractions within the classroom.

#### 3.2. Data Protection

Staff **must not** use their personal mobile devices to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

#### 3.3. Safeguarding

Staff must refrain from giving their personal contact details to parents/carers or students, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or students.

Staff must not use their mobile devices to take photographs or recordings of students, their work, or anything else which could identify a student. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

All staff complete safeguarding training including online safety as part of induction, and this is updated regularly to ensure staff are aware of the risks and how to report concerns.

#### 3.4. Using personal mobile devices for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phone for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations

- Supervising off-site trips
- Supervising residential visits
- Using approved apps (secondary authentication)

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of students, their work, or anything else which could identify a student
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

### 3.5. Work mobile devices

Some members of staff are provided with a mobile device (often a mobile phone or tablet) by the school for work purposes, this includes the use of a trip phone for educational visits. Only authorised staff are permitted to use school mobile devices, and access to the mobile device must not be provided to anyone without authorisation from the Headteacher.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

### 3.6. Personal devices (tablets/laptops)

Staff are allocated work devices, which are encrypted and managed by the Trust ICT, they are provided for use in school and remote working. Therefore personal devices should not be used. Authorisation must be granted in advance to use any personal device in school, to ensure it has the appropriate encryption and security software

### 3.7. Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's Staff Disciplinary Policy for more information.

## 4. Use of personal devices by students on school sites

Technology is part of the modern world and teaching students about how to use technology safely is embed in the curriculum, including online safety. Mobile phones are the most common device that pupils will bring into school, but as technology advances, this policy covers all mobile devices including smart technology and internet enabled devices, tablets, and laptops.

Yorkshire Causeway Schools Trust accepts that parents give their children mobile devices to enable contact and enhance personal security and safety. There are also concerns about students travelling alone on public transport or commuting long distances to school. It is acknowledged that providing students with mobile devices gives parents reassurance that they

can contact their children if they need to speak to them urgently on their journey to and from school. To avoid this, we advise that during school hours, parents should use the school office if they need to contact their child in an emergency.

#### 4.1. Responsibility

It is the responsibility of students who bring mobile devices to school to abide by the guidelines outlined in this document. Parents should be aware if their child is bringing a mobile device to school. These should be labelled with the owner's name. Yorkshire Causeway school Trust take no responsibility for loss or damage

#### 4.2. Safeguarding

Keeping children safe online is a vital part of safeguarding. Meeting the school safeguarding obligations can be challenging when children have access to mobile devices.

This policy on the use of mobile devices and smart technology, reflects the fact many children have unlimited and unrestricted access to the internet via mobile phone networks (i.e. 3G, 4G and 5G). This access means some children, whilst at school or college, could sexually harass, bully, and control others via their mobile and smart technology, share indecent images consensually and non-consensually (often via large chat groups) and view and share pornography and other harmful content.

We have carefully considered these risks and how this is managed on the school premises and also reflect this in the Behaviour Policy and Child Protection Policy.

All students are taught about the risks associated with mobile devices and the internet, the PSHE curriculum has a focus on online safety and how to identify and respond to harmful content, contact, conduct and commerce. We acknowledge that some students will require further support to understand risks and reflect this in the PSHE policy.

#### 4.3. Acceptable use

All students are reminded that where devices, personal or otherwise, are used it should be in line with the school's ICT Acceptable Use Agreements.

##### **Primary schools**

The use of personal mobile devices by students is not allowed whilst on school site. Any mobile devices brought to school must be handed to a designated staff member on arrival and collected at home time. Further details of the procedures for pupils handing in mobile devices to a primary school can be found within the Child Protection Policy of each school.

##### **Secondary - Main school students Years 7 - 11**

Mobile devices and smart technology belonging to students in Years 7 – 11 **must** be switched off and kept out of sight during the school day (including break and lunch). This is to safeguard students whilst onsite and to enable them to focus on education and prevent distraction during lessons. The one exception to this is that when students are waiting in the Restaurant before school starts, with staff on duty supervising, they can use their own devices. This is with the understanding that usage is appropriate and does not contravene our safeguarding expectations. This is from 8am to 8.20am. After this point, devices must be switched off and out of sight.

Parents and students are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

### **Individual access**

There will be circumstances where individuals require use of personal mobile devices to for access purposes, this device can be authorised to access the school Wi-Fi if appropriate. A request for use of personal device or student Wi-Fi should be made to ICT and a bespoke agreement can be signed. Use of mobile devices must be part of a personalised plan or an identified learning or social need.

There may be exceptional circumstances when a member of staff will give permission for pupils to use a personal device for learning purposes, this will be part of a planned activity within the curriculum that has been pre-approved by Senior leaders.

To ensure the safety of all involved, the following must be in place

- The use will be planned and authorised for a specified period of time only
- There will be clear instructions on what is specifically allowed, and will be limited to pre-approved functions/websites/apps
- Staff will be responsible for ensuring high levels of supervision and monitoring the appropriate use of devices during these circumstances.
- Following this authorised use, mobile devices must be switched off and out of sight when directed by the member of staff

### **Sixth form students Years 12 - 13**

Sixth form students are permitted to use their personal mobile devices in authorised areas only: Sixth Form Café, Library, Sixth Form Study Area.

Sixth form students are permitted to access the student Wifi using their school log in. This access is only granted to this age group and can be restricted if not used appropriately.

The use of such devices must be done safely and respectfully and follow the principles of acceptable use within this policy and student agreement. Failure to comply with these rules can result in termination of access

Sixth form students are permitted to use personal devices such as laptops/tablets in lessons when supervised by a teacher for learning/ research purposes, accessing the student Wi-Fi.

In these circumstances the member of staff will give permission for students to use a personal device accessing the student Wi-Fi

- This will be authorised for a specified period of time only
- There will be clear instructions on what is specifically allowed, and will be limited to pre-approved websites/apps
- Staff will be responsible for ensuring high levels of supervision and the appropriate use of personal during these circumstances.
- Following this authorised use, mobile devices must be switched off and out of sight when directed by the member of staff

#### 4.4. Unacceptable Use

It is forbidden for any student to use any personal mobile device to take any videos and photographs whilst on school site.

Students may be given permission to use school devices to take photos or videos. However, it is forbidden to take photos or videos of staff or pupils without consent or take photographs or film to denigrate and humiliate any member of the school community, and/or to send pictures to other students or upload them to a website for public viewing, Students will be given clear instructions before the use of any school devices for learning purposes.

Using any technology to bully and threaten other members of the school community is unacceptable and will not be tolerated. It can be a criminal offence to use a mobile device to menace, harass or offend another person and almost all calls, text messages and emails can be traced. Students using mobile devices to bully any member of the school community will face disciplinary action and it may be appropriate for the school to consider involving the police.

Mobile devices are not to be used in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the school. Students must not use photo or video capability on mobile devices, which could bring the school's name into disrepute.

Mobile devices must not be taken into any exam situation. Any student found to be in possession of a mobile device during an exam could be prevented from completing other exams as a result.

Headphones should not be worn at any time during the school day, unless pre agreed as part of a personalised learning plan authorized by the Headteacher.

#### 4.5. Sanctions

Students who do not follow the acceptable use agreement or rules set out in this document may face sanctions, these could include having their phones confiscated by staff. Any breach of this policy will be managed via the behaviour policy and where relevant the child protection policy.

#### 4.6. Procedures for confiscation

It may be appropriate to search, screen or confiscate a mobile device. Further information can be found in the school's Searching, Screening and Confiscation Policy.

### 5. Use of mobile devices by parents/cares, and visitors

Parents/carers, visitors (including governors and contractors) must not use mobile devices for personal use if they are on the school site during the school day.

This means:

- Not making or receiving calls, or send texts, during contact time.

Not taking pictures or recordings of students, unless it's a public event (such as a school fair), or of their own child

- Using any photographs or recordings for personal use only, and not posting on social media without consent



- Not using phones in lessons, or when working with students

Parents/carers, visitors, and contractors will be informed of any additional restrictions for mobile phone use when they sign in at reception or attend a public event at school.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to contact other parents/carers
- Take photos or recordings of students, their work, or anything else which could identify a student

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for students using their phones, as set out in section 4 above.

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

### **Visitors**

Visitors must be authorised by the Headteacher to use personal devices on site and must request access to the guest Wi-Fi.

### **Governors and Trustees**

Governors and trustees are authorised to bring their own devices to access emails and approved websites/portals when on school sites. Governors and Trustees will be granted access to the guest Wi-Fi.

## 6. [Loss, theft or damage](#)

Mobile devices that are found in the school and whose owner cannot be located should be handed in to the school office. The school accepts no responsibility for replacing lost, stolen or damaged mobile devices. The School accepts no responsibility for students who lose or have their mobile devices taken or damaged travelling to and from School, during School trips, on residential activities and in extra-curricular time.

## 7. [Incident reporting](#)

Incidents or concerns regarding unacceptable use of mobile phones and smart technology should be reported immediately to a member of the leadership team and DSL where appropriate.

## **ASSOCIATED DOCUMENTS**

- Behaviour Policy
- Code of Conduct
- Online Safety Policy
- Child Protection Policy
- Acceptable Use Agreement
- Searching, Screening and Confiscation Policy
- Filtering and Monitoring guidance

APPENDIX ONE: Student Acceptable Use Agreement – mobile personal devices (*Sixth form students and students with granted permission*)

You must obey the following rules if you have permission to use your mobile phone or other personal device in school.

1. You must not use your mobile device during lessons unless the teacher specifically allows you to.
2. Devices must be switched off (not just put on 'silent').
3. You must not use your mobile device in the toilets or changing rooms. This is to protect the privacy and welfare of other students.
4. You cannot take photos or recordings (either video or audio) of school staff or other students without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your device's passwords or access codes with anyone else.
7. Don't use your mobile device to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating students or staff via:
  - a. Email
  - b. Text/messaging app
  - c. Social media
8. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the device or when using social media. This language is not permitted under the school's behaviour policy.
11. Don't use your device to view or share pornography or other harmful content.
12. You must comply with a request by a member of staff to switch off, or hand over, a device. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
13. Mobile devices are not permitted in any internal or external exam or test environment. If you have a mobile device, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a device into the test room can result in your exam being declared invalid.

APPENDIX TWO: Permission form for students to use mobile devices during lessons

STUDENT AND LESSON DETAILS	
<b>Student name:</b>	
<b>Date:</b>	
<b>Class/lesson details:</b>	

PURPOSE
[Teachers should fill out this box explaining how the devices will be used during the lesson]

**Student agreement**

I understand that I am being allowed to use my device during lesson time as part of an educational or class activity.

I will not use my device for any other purpose than the one listed above. If my teacher, or any other member of staff, finds that I'm using my device for any other reason, I understand that it will be confiscated.

I have read and understand that the school's acceptable use agreement on the use of personal mobile devices.

### APPENDIX THREE – Permission form allowing a student to bring their device to school

For use in primary schools where students are not normally allowed to bring their device to school but are granting an exception.

It should be signed by parents/carers.

PUPIL DETAILS	
<b>Pupil name:</b>	
<b>Year group/class:</b>	
<b>Parent/carer(s) name(s):</b>	

The school has agreed to allow the above named student to bring their mobile device to school because they:

[List the appropriate reasons here as appropriate]

- Travel to and from school alone
- Are a young carer
- Are attending a school trip or residential where use of mobile phones will be allowed
- Need the phone for an educational activity during class time
- Attend before or after-school where a mobile phone is required for the activity, or to contact parents/carers

Students who bring a mobile device to school must abide by the school's policy on the use of mobile devices, and the acceptable use agreement.

The school reserves the right revoke permission if students don't abide by the policy.

Parent/carer signature:

Student signature (where appropriate): \_\_\_\_\_

FOR SCHOOL USE ONLY	
<b>Authorised by:</b>	
<b>Date:</b>	

## APPENDIX FOUR: Template mobile devices information for visitors

### **Use of personal mobile devices in our school**

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where students are present. If you must use your phone, you may go to meeting room assigned by a member of staff.
- Do not take photos or recordings of students (unless it is your own child), staff or other visitors
- Do not use your phone in lessons, or when working with students, it should be kept out of sight whilst in school.

The school accepts no responsibility for devices that are lost, damaged or stolen while you are on the school grounds.

A full copy of our Bring Your Own Device Policy is available from the school office.

If you require access to a technology during your visit, please request this via school reception, where you will be provided with a log in and acceptable use policy.